



The Frequent Filer

Electronic Filing Newsletter
For the U.S. Bankruptcy Court
Northern District of Iowa

April 18, 2002

www.ianb.uscourts.gov

Attorney Training for CM/ECF Begins May 6

After the successful completion of the conversion to CM/ECF in March, and a test of the Internet aspects of the system by a pilot group of attorneys and trustees this month (see article, column 2), general training for attorneys will begin on May 6.

A four-hour basic training session is being offered, introducing the system and walking attorneys and their staff members through the process of uploading a new petition and filing motions and other pleadings; completion of this training by attorneys is a prerequisite for using the system for electronic filing. The course has been approved by the Iowa Supreme Court Commission on Continuing Legal Education for 3.5 hours of CLE credit.

The class will be offered in Cedar Rapids, Dubuque, Fort Dodge, Mason City, Sioux City and Waterloo; a complete schedule for May, with dates, times, and locations, appears on page 2. For more information or to sign up for a class, visit our web site, at www.ianb.uscourts.gov, send an e-mail to training@ianb.uscourts.gov, or contact our training coordinator, Becky Hoefer, by telephone at (319) 286-2200.

Electronic Filing Procedures Now Available on Web Site

On March 25, 2002, new procedures for electronic filing were approved and implemented by the Court. For a copy of Standing Order No. 1, and the associated *Administrative Procedures for Filing, Signing, Maintaining and Verifying Pleadings and Papers in the Electronic Case Filing (ECF) System*, please visit our web site or contact the Clerk's Office.



Operations Manager Jean Hekel and Clerk of Court Sean McAvoy train a group of attorneys and staff members on the new CM/ECF system, in a class held in Cedar Rapids on April 4.

Pilot Group Completes Training, Begins Filing Electronically

A major milestone in the CM/ECF Project was reached at 7:07 pm on April 2, 2002, when Cedar Rapids attorney Joe Peiffer became the first electronic filer with the Northern District of Iowa.

Sixteen attorneys and trustees, along with members of their office staffs, were trained in three separate sessions between April 1 and April 10. Since the beginning of April, 6.5% of new bankruptcy cases filed in the Northern District have been filed electronically. A number of motions, responses, and trustee documents have also been submitted via the Internet.

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Pilot Group Launches Internet Era

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Initial reactions from the pilot group have been generally positive. According to one pilot filer, "The system is easy to understand and easy to use. The biggest challenge so far has been in getting our internal systems ready to use the new system."

Attorneys who attended the training received their user names and passwords right away, and could start using the system immediately. A number of attorneys have already taken advantage of the "after-hours" benefits of CM/ECF, with some filing papers as late at 11:30 at night!

The training classes for the pilot group were well-received, as well. One attorney commented that the four-hour session was the best computer training he had ever attended.

Web Site Packs CM/ECF Punch

As the bankruptcy community in the Northern District of Iowa moves into the electronic filing era, many questions abound, regarding training, software and hardware requirements, policies and procedures, and even simple things like who to call or e-mail to schedule training or resolve a question. Where do you go to find answers? The Court's web site, at www.ianb.uscourts.gov.

The site already contains extensive information on hardware and software needs, procedural issues, and training. In the weeks to come, more resources will be added, including:

- ◆ An Expanded and Revised Frequently Asked Questions (FAQs) section, with everything from Adobe Acrobat to Court E-Mail Addresses.
- ◆ Computer-based Training Modules for CM/ECF and Windows Files & Folders.
- ◆ A Complete List of Attorney Bankruptcy Software Systems that work with CM/ECF.



CM/ECF Training Schedule

May, 2002

Cedar Rapids

Monday 5/6	8:30 am-12:30 pm
Wednesday 5/8	12:30 pm-4:30 pm
Friday 5/10	8:30 am-12:30 pm
Monday 5/20	8:30 am-12:30 pm
Wednesday 5/22	12:30 pm-4:30 pm
Friday 5/24	8:30 am-12:30 pm
Wednesday 5/29	12:30 pm-4:30 pm
Friday 5/31	8:30 am-12:30 pm

Dubuque

Tuesday 5/21	12:30 pm-4:30 pm
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Fort Dodge

Thursday 5/16	8:30 am-12:30 pm
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Mason City

Wednesday 5/15	12:30 pm-4:30 pm
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Sioux City

Monday 5/13	12:30 pm-4:30 pm
Tuesday 5/14	8:30 am-12:30 pm
Tuesday 5/21	12:30 pm-4:30 pm
Wednesday 5/22	8:30 am-12:30 pm
Wednesday 5/29	8:30 am-12:30 pm

Waterloo

Thursday 5/23	12:30 pm-4:30 pm
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